

POLICIES

Approved: 2009-03-11

Policy: #205

Amended:

Section: School Operations

#205 Drug and Alcohol Policy

POLICY STATEMENT

The Board of NHCSS recognizes and accepts the responsibility to provide its students, employees, contractors, and the public with a safe and productive environment. Employees and contractors have the responsibility to report to work capable of performing their tasks productively and safely. The abuse of drugs and alcohol can have serious adverse effects on the safety and professional nature of the school environment.

GUIDELINES

1. No employee, or contractor shall consume or be under the influence of alcohol or drugs during their regular working hours, including school sponsored student activities on or off the school premises.
2. No volunteer, parent, Board member or member of the public at large shall consume or be under the influence of alcohol or drugs while at the school or at school sponsored student activities. Where the Principal deems that such a person has consumed or is under the influence of alcohol or drugs, arrangements will be made to remove the person from contact with students and for a responsible escort to transport the individual to their home or appropriate alternative location.
3. For the purposes of this policy, “under the influence of alcohol or drugs “means the use of alcohol, illegal drugs, or prescription drugs to an extent that an employee or contractor is:
 - a. Unable to perform in a productive manner.
 - b. In a physical or mental condition that creates a risk to the safety and well-being of the individual, students, other employees, contractors, the public or Board property.
 - c. Displaying signs or symptoms of substance abuse, including but not limited to smell of alcohol on breath, slurred speech, and atypical or unacceptable behavior.
4. Employees and contractors are encouraged to discuss with the Principal, or in the case of the Principal, the Superintendent, the use of prescription drugs which may affect work performance or safety. The Board is committed to accommodating an employee’s or contractor’s necessary use of prescription drugs to the extent legally and reasonably possible without undue hardship.
5. Where the Principal or Superintendent has reasonable cause to believe that an employee or contractor has either consumed alcohol or drugs or is under the influence of alcohol or drugs during their regular working hours, a responsible escort will be used to escort the employee or contractor home or to an appropriate alternative. The basis for this decision will be documented as soon as possible after the action has taken place.

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6. If an employee or contractor is called out after regular working hours to perform work related duties and is under the influence of alcohol or drugs, it is the employee's or contractor's responsibility to under no circumstance operate a motor vehicle , and notify the Principal or the Superintendent of the circumstances immediately.
7. If an employee or contractor should breach the terms of this policy, such behaviour may result in disciplinary actions up to and including termination of employment.
8. The Board recognizes its responsibility to provide reasonable assistance and accommodation to employees suffering from an addiction or illness due to alcohol or drugs.
9. Any employee suffering from an alcohol or drug addiction or illness is strongly encouraged to disclose the addiction or illness to the Principal or, in the case of the Principal, the Superintendent.
10. Seeking voluntary assistance for alcohol or drug addiction or illness will not jeopardize an employee's employment with the Board, so long as the employee continues to co-operate and seek appropriate treatment for their disclosed problem and is able to treat and control the problem to facilitate a return to work within the reasonably foreseeable future.
11. Employees suffering from alcohol or drug addiction or illness who fail to co-operate with assistance or treatment programs and/or engage in repeated infractions of this policy, will be subject to disciplinary sanctions, including immediate termination for just cause.